

## **EDITED TASK LISTING**

### **CLASS: PAROLE AGENT II, YOUTH AUTHORITY (SUPERVISOR)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Review the Risk/Needs Assessment of the youthful offender to determine supervision levels, establish appropriate special conditions of parole, and to develop an individualized parole plan by assessing the parolee's commitment offense(s) and prior criminal history, proposed placement and employment/education, financial resources, disability issues/concerns, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
2.	Attend mandated training (e.g., Use of Force, Parole Refresher training, quarterly firearm qualification, etc.) to keep informed of new policies and standards of the Board of Parole Hearings, to maintain proficiency and officer/public safety utilizing training facilities, in-service training, videos, bulletins/lectures, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
3.	Provide appropriate training on parole issues to Parole personnel, probation departments, other public agencies, etc., to increase their knowledge of Parole functions and scope of authority using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings, laws and rules, policies, procedures), in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, on an as needed basis.
4.	Assist with community re-integration to ensure that the youthful offender receives the appropriate community resources/services (e.g., mental health, substance abuse treatment, education/vocational/employment programs, parenting/domestic violence/anger management classes, housing, cash assistance, social services, etc.) by assessing, determining the needs of youthful offender and assigning them to the appropriate Parole Agent for supervision, in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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5.	Conduct parolees case reviews (e.g., parole reports, case review summaries, etc.) in collaboration with Parole Agent(s) to determine case status for appropriate supervision levels, contact requirement, compliance with conditions of parole and registration requirement, utilizing field files and available computer systems (e.g., Field Information System [FIS], Youthful Offender Data Application [YODA], Offender Based Information Tracking System [OBITS], etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
6.	Monitor performance standards to ensure compliance with the department's mission, values, and goals utilizing case conferences, reports, observing field operation, participating in field/office arrests, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
7.	Evaluate institutional experience and training (e.g., vocational, educational, board ordered programs, etc.) of the parolee to determine field placement and ensure appropriate services utilizing the institutional case reports, referral documents, mental health/medical reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
8.	Recommends and develops specialty programs (i.e., employment and treatment programs) or serve as a resource specialist to ensure appropriate program utilization, integration within the existing structure, and contract compliance by utilizing outside contractors, community based transitional programs, parole based school programs, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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9.	Review, evaluate and approve recommendations for Interstate Compact and county to county placements to ensure cases meet transfer criteria and timeliness factors utilizing transfer packets, Interstate Compact Agreement, Special Investigation Report, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
10.	Conduct special studies (e.g., audits, field operation reviews, time studies, etc.) or investigations of parole operations to ensure compliance with the department's mission, values, and goals, Parole Agent performance standards, and ensure public safety utilizing various resources (e.g., state vehicle, reports, logs, computer programs, etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
11.	Perform the duties of the Unit Supervisor in his/her absence to facilitate public/office safety and maintain the daily operations of the parole unit utilizing clerical support, ancillary staff, Parole Agents and available computer systems (e.g., Field Information System [FIS], Youthful Offender Data Application [YODA], California Law Enforcement Telecommunications System [CLETS], etc.) in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as assigned.
12.	Provide transportation for parolees/family members/victims/witnesses (e.g., employment interviews, hearings, jail, office, pick-up from institutions, social service agencies, etc.) to accomplish the Division of Juvenile Parole goals and objectives utilizing a state vehicle in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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13.	Facilitate the hiring process to ensure the hiring of qualified candidates by conducting interviews, evaluating and selecting individuals to fill vacant positions in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
14.	Evaluate staff performance to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments, case reviews, case audits, training, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
15.	Initiates and/or participates in the progressive discipline process to improve employee performance or address issues of substandard performance by utilizing various resources (e.g., MOU, State Personnel Board laws and rules, Peace Officers Bill of Rights, and Departmental policy), in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
16.	Prepare/review handwritten, dictated or computer generated reports (e.g., Violations Reports, Annual Reviews, Case Review Summaries, Discharge Review Reports, mileage logs, etc.) to produce and provide required information regarding caseload/workload management utilizing computers, Parole Dictation Guides, Field Files, police reports, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
17.	Represents the Division of Juvenile Justice at violation hearings and/or any other court proceedings, to ensure due process for the youthful offender by presenting evidence of alleged charges/violations and/or testify as a witness in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.

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18.	Acts as a liaison between law enforcement, public agencies and the community for Division of Juvenile Parole Operations by attending and facilitating meetings (e.g., briefings, gang conferences, sex offender profile meetings, training sessions, schools, town hall meetings, etc.) to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences to promote public awareness and safety in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
19.	<b>Conduct drug testing of parolees (i.e., scheduled visits, random) to ensure compliance with conditions of parole and public safety by visually observing the test and inspect the parolee's arms, eyes, and other body parts for signs of drug usage, etc., to maintain the integrity of urine sample (e.g., bottle tapering, body search, etc.); in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>
20.	<b>Provide mandated information regarding parolee's current location, pending release and community adjustment, etc., to victim(s), parolee's appropriate family members, law enforcement and governmental agencies by notifying and providing written documentation to comply with state law utilizing case factors and California Penal Code in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>

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21.	<b>Assign a Parole Agent to provide a full range of parole services and supervision in rural/remote or isolated areas (e.g., evaluate/interpret assessment needs to provide: counseling/directing, support and service referrals; verify residence and employment, etc.) to monitor compliance with conditions of parole and adjustments within the community by utilizing field/home contacts, office visits, anti-narcotics testing (ANT), collateral contacts, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>
22.	<b>Respond to first level grievances from staff, parolees and citizen complaints in an effort to resolve their issues utilizing the Parolee's Rights Handbook, Parole Services Manual, Youth Authority Manual, etc., in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.</b>